



Andover, MA Richard D. Kimball Company, Inc. P 978-475-0298
Boston, MA 200 Brickstone Square F 978-475-5768
New Brunswick, NJ Andover, MA 01810-1488 W www.rdkengineers.com

MEETING NOTES

ODATE:	June 25, 2008	MEETING DATE:	June 25, 2008
TO:	Yvonne Kielb – University of Massachusetts Amherst, Facilities & Capital Planning		
FROM:	Wade Wright – RDK 		
SUBJECT:	University of Massachusetts, Amherst Morrill Science Center Building 1 Electrical Power Distribution Upgrade Project No. UMA 07-000215	PROJECT NO.:	20070394.00
		MEETING NO.:	E-6

ATTENDEES	COPIES TO
Wade Wright – RDK Engineers (RDK) Yvonne Kielb – UMA Facilities & Capital Planning (FACP) John Ghidinelli – UMA Physical Plant (UMA PP) Roy Neibala – UMA Facilities & Capital Planning RE (FACP RE) Eric Bouley – Collins Electric (CEI)	D. Wall – RDK F. Kneeland – RDK D. Bergeron – FACP RE M. Steele – EH&S J. Ghidinelli – UMSS S. Dumond – CEI K. Arcaro – UMA Morrill H. Tauger – DPH C. Rogers – PHF J. Kunkel – BIO S. Long – DPHI J. Hanchette – MDEP S. Salem – MDEP A. Stevenson – MDEP

The following account is a summary of the proceedings. If there have been any omissions or inaccuracies, please notify this office in writing within ten (10) days. If there are no responses, the document will become part of the project record.

ITEM NO.	ITEM	RESPONSIBILITY	DATE DUE
	Division 01 – Administrative Issues:		
PC-1.1	RDK noted that project meetings will be held on an as-needed basis. The next project meeting is scheduled for Wednesday July 23, 2008 at 9:00 AM in room N336 (Morrill 1).		
	Division 01 – Change Issues:		
E-2.2	UMSS requested a PCO to add two (2) future 400 amp circuit breakers in the spare spaces of the new switchgear (See Item E-2.7). CEI to provide. 6/25/08: FACP noted PCO processed and approved – CLOSED.		
E-6.1	FACP requested a PCO to provide labor to pull new primary conductors (provided by UMA). CEI to provide.	CEI	



Andover, MA Richard D. Kimball Company, Inc.
Boston, MA 200 Brickstone Square
New Brunswick, NJ Andover, MA 01810-1488

P 978-475-0298
F 978-475-5768
W www.rdkengineers.com

MEETING NOTES

ITEM NO.	ITEM	RESPONSIBILITY	DATE DUE
	Division 01 – Requests for Information:		
E-6.2	RDK noted no new RFI's received – CLOSED.		
	Division 01 – Requisitions:		
E-6.3	CEI submitted a pencil requisition for June. All reviewed and noted no exceptions. CEI to prepare the formal requisition and submit.	CEI	
	Division 01 – Schedule:		
PC-1.27	CEI to present a preliminary schedule for review with a final schedule, with review comments incorporated to be submitted at the next meeting with required milestone dates. All acknowledged. 3/28/08: Ongoing – CEI to have schedule ready for the next meeting. 4/11/08: Ongoing – CEI submitted an outline without dates. CEI to submit a bar chart style schedule with dates. 5/8/08: Ongoing – CEI to meet with FACP on 5/9/08 to finalize and submit. 5/29/08: Ongoing – CEI submitted an updated schedule (attached). All reviewed and noted four (4) major building electrical outage dates of Saturday, June 7, 2008 (8 hours), July 12, 2008 (8 hours), Saturday, July 26, 2008 (8 hours), and Saturday, August 2, 2008 (8 hours). CEI noted that all critical areas and equipment have been identified and temporary power to be made available as required. All acknowledged. 6/25/08: Ongoing – CEI noted no changes to the current schedule.	CEI	
	Division 01 – Submittals:		
E-6.4	RDK noted no new submittals received – CLOSED.		
	Division 02 – Demolition/Asbestos Abatement:		
E-4.3	CEI submitted waste manifests for the ACM removal. RDK noted that the original manifests are required. CEI to provide. 6/25/08: Ongoing.	CEI	
E-4.4	CEI noted that 90% of the abatement has been completed with balance to be completed after school release. 5/29/08: Ongoing. 6/25/08: CEI noted that all abatement work has been completed with final testing reports to be forwarded.	CEI	



Andover, MA Richard D. Kimball Company, Inc. P 978-475-0298
Boston, MA 200 Brickstone Square F 978-475-5768
New Brunswick, NJ Andover, MA 01810-1488 W www.rdkengineers.com

MEETING NOTES

ITEM NO.	ITEM	RESPONSIBILITY	DATE DUE
	Division 07 – Architectural:		
	Division 16 – Electrical:		
E-6.5	CEI noted that during the installation of the new panelboards within the walls, the wall construction was noted to be substandard resulting in pass through openings to a shaft. Subsequent to the meeting, RDK, CEI, and FACP reviewed. RDK proposed a method to block up the new openings (construction to match existing), surface mount the new panelboards and install a drywall chase enclosure (as originally scheduled). Additionally the existing panelboard (fused) to be decommissioned to be enclosed within a fire-rated chase to correct an existing deficient condition. All acknowledged. RDK to prepare required sketches and descriptions.	RDK	